

EXCERPT FROM

TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH  
CHAPTER 2. PROCEDURES OF THE STATE DEPARTMENT OF HEALTH

"Unofficial Version"

SUBCHAPTER 15. APPLICATION FORMS

Section

- 310:2-15-1. Required descriptions of forms
- 310:2-15-2. Uniform application for credentialing of providers
- 310:2-15-3. Uniform Employment Application For Nurse Aide Staff

**310:2-15-1. Required descriptions of forms**

The descriptions of application forms in OAC 310:002-15 are presented to comply with the Oklahoma Administrative Procedures Act, Title 75 O.S. Supp. 1997, Section 302.

[**Source:** Added at 16 Ok Reg 901, eff 1-5-1999 (emergency); Added at 16 Ok Reg 1389, eff 5-27-1999]

**310:2-15-2. Uniform application for credentialing of providers**

(a) The application described in OAC 310:002-15-2(b) is intended for use pursuant to Title 63 O.S. Supp. 1998, Section 1-106.2.

(b) The uniform application for credentialing of providers requests the following:

- (1) personal information;
- (2) education, including medical, dental and professional schools;
- (3) training, including internships, residencies, fellowships and preceptorships;
- (4) professional licenses;
- (5) certifications and registrations;
- (6) academic appointments;
- (7) health care affiliations;
- (8) other professional work history;
- (9) current professional practice;
- (10) office billing information;
- (11) attestation;
- (12) copies of required documents; and
- (13) any additional information needed to answer all questions fully.

[**Source:** Added at 16 Ok Reg 901, eff 1-5-1999 (emergency); Added at 16 Ok Reg 1389, eff 5-27-1999; Amended at 17 Ok Reg 687, eff 12-16-1999 (emergency); Amended at 17 Ok Reg 2034, eff 6-12-2000]

**310:2-15-3. Uniform Employment Application for Nurse Aide Staff**

(a) The application described in OAC 310:2-15-3 is required for use pursuant to Title 63 O.S. Section 1-1950.4.

(b) The uniform employment application shall be used in the hiring of nurse aide staff by a nursing facility or a specialized facility as such terms are defined in the Nursing Home Care Act, a residential care home, as such term is defined by the Residential

Care Act, an assisted living center as such term is defined by the Continuum of Care and Assisted Living Act, a continuum of care facility as defined by the Continuum of Care and Assisted Living Act, a freestanding hospice or program providing hospice services as such terms are defined by the Hospice Licensing Act, an adult day care center as such term is defined by the Adult Day Care Act, and a home care agency as defined by the Home Care Act. Such uniform application shall be used as the only application for employment of nurse aides in such facilities on and after January 1, 2001. [63:1-1950.4]

(c) The uniform employment application for nurse aide staff requires the following:

- (1) personal information;
- (2) employment desired;
- (3) U.S. military record;
- (4) prior work history;
- (5) educational background;
- (6) certification;
- (7) references;
- (8) background information;
- (9) applicant's employment application certification and agreement;
- (10)
- (11) previous certified nurse aide training;
- (12) applicant's signature certifying no previous conviction and authorizing criminal history record checks; and
- (13) Any additional information needed to answer all questions fully.

[**Source:** Added at 18 Ok Reg 646, eff 1-10-01 (emergency); Added at 18 Ok Reg 2026, eff 6-11-01; Amended at 24 Ok Reg 1896, eff 6-25-07]